

For: State and County Offices

2003 Peanut Quota Buyout Program (QBOP) Payment Processing and Cancellations**Approved by:** Deputy Administrator, Farm Programs

1 Overview**A****Background**

The Farm Security and Rural Investment Act of 2002 (the Act) provides eligible quota holders an opportunity to enter into a contract with CCC to receive a QBOP payment. Eligible quota holders were given the opportunity to select either:

- a lump sum QBOP payment to be paid in the selected FY
- 5 equal installments to be issued in FY's 2002 through 2006.

Note: The 4 equal installments of QBOP payments for FY's 2003 through 2006 shall be issued **each** FY between January 2 and January 31.

Notice DCP-35 provided State and County Offices instructions for processing 2002 QBOP payments and cancellation process. County Offices shall continue to process 2002 QBOP payments and cancellations according to notice DCP-35.

Notice DCP-55 extended the QBOP sign-up period through January 15, 2003. Concerns have been raised that all signatures cannot be received by January 15, 2003.

B**Purpose**

This notice provides State and County Offices instructions for processing FY 2003 QBOP payments and cancellations. QBOP payments for FY 2003 shall be issued as soon as practical after receiving this notice and software. Payments for FY 2003 shall be issued no later than January 31, 2003.

The January 15, 2003, date is not being extended. However, this notice provides COC's the authority to approve all QBOP applications filed after January 15, 2003, as timely filed.

Continued on the next page

Disposal Date	Distribution
June 1, 2003	State Offices; State Offices relay to County Offices

Notice DCP-63

1 Overview (Continued)

C

Automation Software

Automation software for issuing 2003 QBOP payments will be transmitted on January 14, 2003. Software for processing overpayments/underpayments will be provided at a later date.

3 Instructions for Processing FY 2003 QBOP Payments

A

Main Menus

The following paragraph describes the main menus and screens for accessing payment processing for FY 2003 QBOP payments.

Step	Action	Result	
		IF option...	THEN...
1	On Primary Selection Menu FAX250: <ul style="list-style-type: none">ENTER "3" or "4", "Application Processing"PRESS "Enter".	3 is selected	Application Selection Menu FAX07001 will be displayed.
		4 is selected	Office Selection Options Menu FAX09002 will be displayed.
			Note: Select the appropriate county and Menu FAX07001 will be displayed.
3	On Menu FAX07001: <ul style="list-style-type: none">ENTER "18", "Tobacco and Peanuts"PRESS "Enter".	Menu M00100 will be displayed.	
4	On Menu M00100: <ul style="list-style-type: none">ENTER "4", "Peanuts"PRESS "Enter".	Menu MAP200 will be displayed.	
5	On Menu MAP200: <ul style="list-style-type: none">ENTER "14", "Quota Buyout Program Applications (QBOP)"PRESS "Enter".	Menu MPAA00 will be displayed.	

Continued on the next page

Notice DCP-63

3 Instructions for Processing FY 2003 QBOP Payments (Continued)

A Main Menus (Continued)

Step	Action	Result
6	On Menu MPAA00: <ul style="list-style-type: none">• ENTER “2”, “QBOP Applications Menu”• PRESS “Enter”.	QBOP-Application Selection Menu MPAA20 will be displayed.
7	On Menu MPAA20: <ul style="list-style-type: none">• ENTER “2”, “Peanut Quota Buyout Payment Processing”• PRESS “Enter”.	QBOP Year Selection Menu MPAAAYR will be displayed.
8	On Menu MPAAAYR: <ul style="list-style-type: none">• ENTER “2”, “Process 2003 QBOP Payments”.• PRESS “Enter”. <p>Note: This is a new screen that allows users to select year specific QBOP payment processing.</p>	QBOP Payments Menu MPAAP1 will be displayed.

Continued on the next page

Notice DCP-63

3 Instructions for Processing FY 2003 QBOP Payments (Continued)

B

Issuing Payments To begin processing FY 2003 QBOP payments, on Menu MPAAP0:

- ENTER "1", "Issue Payments"
- PRESS "Enter".

The following is an example of Menu MPAAP0.

COMMAND	MPAAP0	#1
2003 QBOP Payments		

1. Issue Payments		
2. Cancel Payable		
*3. Overpayment Processing		
5. Payment History Print		
7. Continue Suspended Payment Batch		
20. Return to Application Primary Menu		
21. Return to Application Menu		
22. Return to Office Selection Menu		
23. Return to Primary Selection Menu		
24. Sign off		
Cmd3=Previous Menu		* Option currently not available
Enter option and press "Enter" <u>1</u>		

Continued on the next page

Notice DCP-63

3 Instructions for Processing FY 2003 QBOP Payments (Continued)

C

Selecting a Printer for the QBOP Payment Process

Printer Selection Processing Screen MAZEPR2 will be displayed for selecting a printer. Enter a printer ID, leave blank to default to the session printer, or PRESS "Cmd7" to end the job.

The following is an example of Screen MAZEPR2.

```
QBOP Payment Processing XXXXXXXXXXXXXXXXXXXXXXXX      MZAEPR2      XXXXXXXX
Printer Selection Screen      Version: XXXX 99/99/9999 99:99 Term X1
-----
                                Issue Payments

                                Enter the ID of the printer to be used
                                or
                                leave blank to default to the session printer.

                                Enter Printer ID P1

                                NOTE: The selected printer should contain
                                the appropriate paper/forms.

Enter=Continue  Cmd7=End
```

Note: If the user enters an invalid printer ID on this screen:

- the message, "Entered Printer ID NOT on System", will be displayed
- the field will be highlighted and allow the user to re-enter a valid printer ID.

Continued on the next page

Notice DCP-63

3 Instructions for Processing FY 2003 QBOP Payments (Continued)

D

Payment Selection Screen

2003 QBOP Selection Screen MZAEP01 allows the option to process a specific eligible quota holder or payments for all eligible quota holder's.

The following is an example of Screen MZAEP01.

MZAEP01	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX	MZAEP01
2003 QBOP Selection Screen		Version: XXXX	XXXXXXXXXXXX XXXX Term XX

Enter 'ALL' For All Producers _____			
OR	Producer's Last Four Digits of ID: _____		
OR	Producer's Last Name: _____ (Enter Partial Name To Do An Inquiry)		
Cmd3=Previous		Enter=Continue	

Notice DCP-63

4 Canceling QBOP Payments

A

Introduction

The process to cancel payables allows the County Office to cancel payments that are inaccurate before the payment is issued to a producer or before the electronic funds transfer (EFT) has been transmitted which alleviates potential overpayment situations.

B

Information

Warning Screen

On Menu MPAA0, County Offices shall ENTER “2” to cancel a payment. 2003 QBOP Cancel Screen MZAEP007 will be displayed warning the user about proper procedure for canceling payables.

Do **not** continue if the check is not available in the County Office or EFT has been transmitted to the producer’s financial institution.

On Screen MZAEP007, the user has the following 2 options:

- PRESS “Cmd7” to end
- PRESS “Enter” to continue with the cancellation.

The following is an example of Screen MZAEP007.

```
Payments                XXXXXXXXXXXXXXXXXXXXXXXX          Message      MZAEP007
2003 QBOP Cancel Screen          Version: XXXX  XXXXXXXXXXXX XXXXX Term XX
-----
```

```

      WARNING: Canceling a payment will cancel all payables associated
                with the payment amount.  If the check is not available
                in the county office or the EFT has been transmitted
                to the producer’s financial institution, PRESS Cmd7.

```

```

*****
****                If the payment is not available,                ****
****                DO NOT CONTINUE THIS PROCESS                    ****
****                1-DCP for additional information                ****
****                ****                                              ****
*****
*****

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Continued on the next page

Notice DCP-63

4 Canceling QBOP Payments (Continued)

C

Printer Selection Screen

After pressing “Enter” on Screen MZAAEP007 to continue with the cancellation process, Printer Selection Screen MZAERPRT2 will be displayed. Select a printer, leave blank to default to the session printer, or PRESS “Cmd7” to end the job.

The following is an example of Screen MZAERPRT2.

QBOP	253-SEMINOLE	MZAERPRT2
Printer Selection Screen	Version:AE11	08/29/2002 09:06 Term JU

Cancel Payments

Enter the ID of the printer to be used
or
leave blank to default to the session printer.

Enter Printer ID P1

Note: The selected printer should contain
the appropriate paper/forms.

Enter=Continue Cmd7=End

Continued on the next page

4 Canceling QBOP Payments (Continued)

D

Cancellation Selection Screen

On Screen MZAERPRT2, after entering a valid printer ID, or leaving blank and pressing “Enter”, 2003 QBOP Cancel Screen MZAEP A02 will be displayed. Enter the following information Screen MZAEP A02:

- producer ID and ID type, last 4-digits of the ID number, or the producer name

Note: If the producer’s last name or last 4-digits of the ID number is entered, the common routine will be displayed for selecting the producer.

- transaction number.

PRESS:

- “Enter” to continue
- “Cmd3” to return to the previous menu.

The following is an example of Screen MZAEP A02.

MZAEP A	Selection	MZAEP A02
2003 QBOP Cancel Screen	Version: XXXX	XXXXXXXXXX XXXXX Term XX

Enter Produce ID Number: _____ and Type: _ (Enter "All" For All Producers)		
OR Producer Last Four Digits of ID: _____		
OR Producer Last Name: _____ (Enter Partial Name To Do An Inquiry)		
AND Transaction Number: _____		
Cmd3=Previous Menu		Enter=Continue

Continued on the next page

4 Canceling QBOP Payments (Continued)

E

Payable Selection Screen

Screen MZAE0A01 will be displayed:

- when the data is successfully entered on Screen MZAEPA02 according to subparagraph D
- with information that will allow the user to verify that the correct payment has been selected.

Select the payable by entering an “X” in the SEL column and PRESS:

- “Cmd5” to update
- “Cmd7” to end the job.

XXXXXXXXXXXXXXXXXXXXX		XXXXXXXXXX	MZAE0A01
2003 QBOP Cancel Screen		Version: XXXX	XXXXXXXXXX XXXXX Term XX

SELECT PAYABLE FOR CANCELLATION			
Enter 'X' in the SEL column to select a payable for cancellation			
Producer Name: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		Producer ID: 999999999X	
Transaction Number: XXXXXXXXXXXX			
SEL	Issue Date	Net Payment	
—	99/99/9999	\$9,999,999,999	
Has the payment been mailed or transmitted to the Producer? —			
WARNING: Canceling these payables may cause receivables to be created.			
If you do not wish to continue, PRESS Cmd7.			
Cmd5=Update		Cmd7=End	

5 Processing a Suspended Payment Batch

A

Process Suspended Payment Batch

After payments have been computed and sent to the accounting system, users have the option of suspending 1 or all payment batches. This allows the user to wait until a more advantageous time to finish printing checks or processing EFT records.

If a batch of payments has been suspended, then the user will be allowed to complete the process by selecting option “7” on Menu MPAAPO. This option is only available if a batch of payments has been suspended and the batch must be resumed from the same workstation where the suspended batch was executed.

Notice DCP-63

6 Pending Payment Registers and Nonpayment Register

A

Printing the Pending Payment Register

The pending payment registers will automatically print after all payments have been:

- calculated for the selected “producer(s)”
- sorted in the appropriate payment batches.

The Pending Payment Register Report ID is MZAEPL-R001.

B

Printing the Nonpayment Register

The Nonpayment History Register Report:

- ID is MZAEPK-R001
- will print automatically
- provides the County Office with a variety of conditions that will prevent a producer from being paid.

The following table list the conditions that will prevent a payment from being paid and messages that print on the Nonpayment History Register Report.

Condition	Message
There is not a valid enrollment date in the application for payment file.	Application for Payment Not Enrolled
There is not a valid approval date in the application for payment file.	Application for Payment Not Approved
The status indicator in the application for payment file is not blank.	Application for Payment Has Been Canceled
The ID number for the selected producer has an ID type on the Name and Address file of “T” and the producer’s entity type is not “15”.	Producer Has Temporary ID Number

7 Producer Payment History Report

A

Printing Producer Payment History Reports

The County Office is provided an option to print a Producer Payment History Report which can be printed and used as a tool to determine how much an eligible quota holder has been paid.

This report can be generated by selecting option “5” on Menu MPAAPO.

8 FY 2003 Overpayment/Underpayment Process

A

Overpayment/ Underpayment Software

Software for processing overpayments/underpayments will be provided at a later date.
